

25X1

DCI/ICS 4203-88  
11 January 1988

25X1 MEMORANDUM FOR: [redacted]  
Executive Officer, ICS

25X1 FROM: [redacted]  
Director, Planning and Policy Office, ICS

25X1 SUBJECT: Evaluation of Interim Training Assignment -  
[redacted]

25X1 1. [redacted] a Career Trainee, worked in the Planning and Policy  
Office on an interim training assignment from 4-8 January 1988.

25X1 2. OVER-ALL EVALUATION. This is the first instance of a CT-being  
assigned work in this office, making a comparative assessment problematic.  
[redacted] however, performed enthusiastically and knowledgeably. Her work  
can be described as excellent to superior.

25X1 3. DESCRIPTION OF RESPONSIBILITIES. [redacted] was asked to draft  
portions of the Director's Annual Report to the Congress for 1987.

25X1 4. NARRATIVE EVALUATION. Although [redacted] assignment was brief  
(one week, shortened to four days by severe weather), she displayed keen  
intelligence and initiative, and excellent writing skills. Acting with very  
little guidance, she wrote a draft introduction for the Annual Report, as well  
as a substantial section on consumer needs for intelligence. Her drafts were  
polished and lucid, and will serve as the foundation for the final versions of  
25X1 these sections. [redacted] success in producing the drafts belies her  
relative inexperience in the Intelligence Community and underscores the  
strength of her research and organizational talents. She is clearly a bright  
and aggressive officer who should serve well in either a line or staff  
25X1 position.

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